



## CALL FOR PARTNERSHIPS (CFP)

from

**Not-for-Profit Institutions**

**Ref: “2022/QUITO/ MYRP” –Active Search– MYPR**  
 (Please quote this UNESCO reference in all correspondence)

Date 7 July 2022

Closing date: 03/08/2022 (24:00 [Ecuador -(UTC-5)])

Submission via email to: [procurement.quito@unesco.org](mailto:procurement.quito@unesco.org)

Inquiries via email to: [procurement.quito@unesco.org](mailto:procurement.quito@unesco.org)

### **I. BACKGROUND:**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks to build peace through international cooperation in Education, the Sciences and Culture. UNESCO's programmes contribute to the achievement of the [Sustainable Development Goals in Agenda 2030](#) adopted by the UN General Assembly in 2015. This Call for Partnerships (CFP) for Implementation Partners relates to the UNESCO project:

Fund in Trust (FIT) n°13448: 201ECU1003 - Inclusive Education for Children on the Move in Emergency Situations

The Venezuelan migratory influx has significantly transformed the social situation in Ecuador. The speed of the Venezuelan influx has been one of the most important impacts on Ecuadorian reality in recent years. And this, in the last year, exacerbates the crisis related to the COVID-19 pandemic and its resulting economic effects, forming a complex scenario that endangers universal access to quality education. The current situation presents three main challenges: (1) Ecuador's gradual economic decline since 2014 has exceeded the Government's capacity to address the needs arising from the Venezuelan influx and the growth of the migratory crisis. (2) The economic crisis has been further magnified since the beginning of the COVID-19 pandemic and the subsequent mobility restrictions set in place during 2020. (3) In a context of State reduction and budgetary cuts in key areas such as health, education and other social service program, Ecuador faces the added need of providing social services for an increasing migrant, refugee, and asylum seeking population, as well as for vulnerable Ecuadorian families.

The Ecuadorian MYRP has a singular objective: Ensure that refugee and migrant students and children in host communities learn and thrive, in spite of the challenges posed by the COVID-19 pandemic and the emergency measures put in place to mitigate the spread of the virus. This goal is embedded in a framework that seeks the inclusion of all children and adolescents in the national education system. The inclusion framework implies universal access to education, sustained attendance, high levels of learning, completion of education and protection of learners. This must be maintained even during crisis and in the context of a significantly diverse country with high levels of inequality. This framework is now being adapted and will continue to require adjustments due to school closure, to insufficient learning results from before the pandemic, and due to a general need to renew education processes. The MYRP contributes to meeting the needs of the most vulnerable and specifically, of refugee and migrant children and adolescents, and their host communities.

The program operates at two levels. Firstly, it supports the formulation of national public policy that is based on a human right, gender equality, and universal citizenship perspective, and that aims to provide responses for Ecuador's most vulnerable population, including migrant and refugee populations. Secondly, Non-Governmental Organizations (NGOs) works at the local level in the five provinces that host the largest Venezuelan population (Imbabura, Pichincha, Azuay, Guayas and Manabí) to provide sustainable access to safe and quality education. Activities are being carrying out in schools in these five provinces hosting the largest number of enrolled Venezuelan students, taking also into account vulnerability criteria provided by the Ministry of Education.

For the MYRP, the actions of active search, permanence and guarantee of the right to education are central elements of its intervention in the country. In this regard, this Call for Partnerships is focused on to ensure the identification of children and adolescents who are outside the national education system and those at risk of dropping out and ensure their inclusion and permanence. As part of the active search process, the entity must offer information and support to families to understand the educational benefits and support the permanence of children and adolescents in the educational system, with an emphasis on the education of girls and adolescents. This should include the actions that are currently being implemented by our partners to assure comprehensive action at the local level.

On April 2022, UNESCO received the confirmation that the government of Canada will make a contribution to the MYRP to implement complementary activities in Ecuador, in the provinces of El Oro y Carchi. Thus, MYRP's scope of action has been broadened to include 20 schools.

## **II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES:**

The objective of this Call for Proposals is to:

Identify ideally one lead implementing partner working with local NGOs to Implement a process of active search, territorial tracking, provision of information, registration and systematization of records, including support to families to ensure the inclusion of children and adolescents who are outside the national education system and those at risk of dropping out on the territories prioritized by the MYRP: Azuay, Guayas, Imbabura, Manabí, Pichincha, El Oro and Carchi.

Detailed objectives and related outputs and deliverables are provided in the Terms of Reference – **Annex 1**

### *Final Beneficiaries*

Eligible proposals will be those focused on children and adolescents in human mobility and their families, host communities of selected provinces in Ecuadorian communities that host Venezuelan migrant and refugee children and youth.

## **III. ELIGIBILITY:**

A UNESCO Implementation Partner is an entity with a not-for-profit status to which UNESCO has entrusted partially or fully the implementation of programs or projects specified in a signed document, along with the assumption of full responsibility and accountability for the effective use of resources and the delivery of outputs as set forth in such a document . The partner must be endowed under the national law and active for at least two years, including but not limited to: non-governmental organizations (NGOs), research institutes, universities, foundations, professional associations and intergovernmental organizations.

<b>Main features of a UNESCO Implementation Partners' Agreement</b>
The partner brings added value, including monetary or in-kind contribution, to the project/activity
The partner shares in the risks and rewards of the project/activity implementation and is responsible and accountable for delivering expected results
The partner is involved at each step of the process, from detailed work plan elaboration to project/activity evaluation.
The partnership will include aspects beyond the delivery of a service to include capacity-building elements with respect to the partner and/or beneficiary

The parameters that will determine whether an entity is eligible to be considered by UNESCO will be based on the UNESCO Partner Identification form – **Annex 2**.

#### **IV. PROPOSAL:**

##### Proposed Methodology, Approach, Quality Assurance Plan and Implementation Plan

This section should demonstrate the entity's response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the international and/or national not for profit entity including non-governmental organization (NGO) will achieve the expected results as related to activities 1.2.1, 1.5.1, 1.5.2, and 2.1.1 of the MYRP related to the following outputs:

- Output 1.2: Information and support are provided to migrant and refugee parents and caregivers for the process of registration in formal education including placement tests.
- Output 1.5: Information gathering, and procedures are strengthened and implemented to identify out of school children and adolescent, and those at risk of dropping out.
- Output 2.1: Parents' and caregivers' receive training and information in order to understand the social, health-related and economic benefits of girls' education.

##### Management Structure and Resource (Key Personnel)

This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the qualifications in areas relevant to the TOR.

The Proposal shall be composed of Technical and Financial proposal, Partner's Identification Form (Annex 2), Budget (Annex 3), Workplan (Annex 4); as well as CVs of national stakeholders that will be implement the process at the provinces and key personnel, partner's legal registration, and partner's past project references.

#### **V. EVALUATION CRITERIA AND METHODOLOGY:**

**Proposals will be evaluated based on the following criteria:**

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to beneficiaries.
- 2) High impact interventions directly targeting and responding to the needs established in the TOR.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to reinforce the educational inclusive policy for refugee, migrants, children with disability and girls.

##### **Highest Total Score of Weighted Technical and Financial Criteria**

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	Qualifications and Expertise	400			
2.	Methodology and work plan	200			
3.	Key personnel against the required qualification	100			
<b>Sub-total for Technical Evaluation</b>		<b>700</b>			

**Financial Proposal Evaluation Form**

Sample: Summary of Financial Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
	Financial Proposal	300			
	<b>Sub-total for Financial Evaluation</b>	<b>300</b>			

Evaluation of the price proposals (of all Entities who have attained minimum 70 % score in the technical evaluation, i.e. 490 points) will be based on the weight scoring method as follows:

- Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
- Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula:  $[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} * \text{total points obtainable for financial proposal}]$

An example:

- Offeror A – lowest price ranked as 1<sup>st</sup> in the amount of USD 10,000 = a
  - Offeror B – second lowest price ranked as 2<sup>nd</sup> in the amount of USD 15,000 = b
- Points assigned to A = 300 & Points assigned to B = 200 (following formula:  $a/b * 300$  i.e.  $10,000/15,000 * 300 = 200$  points)

**Combined Technical and Financial Evaluation**

Sample: Summary of Financial Proposal Evaluation Forms		Points Obtainable	Name of Firm / Institution			
			A	B	C	D
	Sub-total Technical Proposal	700				
	Sub-total Financial Proposal	300				
	<b>TOTAL</b>	<b>1000</b>				

Evaluation Grid of Technical Proposal		Points Obtainable	Name of Firm / Institution		
			A	B	C
1.	<p>Qualifications and expertise:</p> <p>a. Minimum 10 years of experience in education and human rights for vulnerable groups, with emphasis in migrants, refugees, host communities at national level (max 75 points) .10 years gets 50 points, additional years get additional points.</p> <p>b. Minimum 05 years of specific experience in data gathering, database construction and data systematization(max 75 points). 5 years gets 50 points, additional years get additional points.</p> <p>c. Effective corporate policies/safeguards in place: well established financial /administration system, human resources policy, , anti-fraud and anti-corruption mechanism, policy on protection from sexual exploitation and abuse (PSEA), Personal Data protection policy, clean audit opinions on annual company's accounts, and a solid overall performance during the last two years (max 100 points)</p>	400			

	<p>d. Minimum two accredited experiences on activity search and territorial tracking of children and adolescents outside of the educational system implemented with national stakeholders in the last four f years (max 75 points). 02 experiences get 50 points additional experiences get additional points</p> <p>e. Deployment capacity to reach the target groups migrants, refugees, host communities, and community groups in the targeted geographical areas: Azuay, Manabí, Pichincha, Guayas, Imbabura, El Oro y Carchi (max 75 points)</p> <p>To ensure the implementation of the activity in Azuay, Manabí, Pichincha, Guayas, Imbabura, El Oro y Carchi, offerors must submit at least one signed agreement per province where the partner is not actively operating with local organizations with experience in active search and accompaniment of families. The articulation of local operators with Venezuelan migrant organizations will be valued.</p>				
2.	<p>Innovative methodology:</p> <ul style="list-style-type: none"> <li>- Covering desired numbers of target beneficiaries</li> <li>- Comprehensive and inclusive on all aspects of TORs with a gender and disability mainstreaming.</li> <li>- Detailed preliminary workplan (schedule)</li> <li>- Strategy for project sustainability and innovation to expand and knowledge transfer (Minister of Education and other partners)</li> <li>- Risk matrix detailing risks and mitigating measures proposed</li> </ul>	200			
3.	<p>Management Structure and Key Personnel. The key personnel must include:</p> <ul style="list-style-type: none"> <li>- General Coordinator: Professional with a third level degree in Education, Psychology, Social Work, Administration or related with at least five years of experience of management migration projects. (max 40 points)</li> <li>- Data and technological design team: At least two professionals with a third level degree in economy, engineer, mathematicians or computer science (max 40 points)</li> <li>- Field work team: at least five professionals specialized in: Inclusive Education, Gender, Disability, Human Mobility, Psychology Human</li> </ul>	100			

	Rights or Public Educational or Migration Policy with experience in field work. (max 20 points)				
	The number and qualifications of the personnel to be commensurate to the Workplan				
	Total	700			

#### Administrative eligibility criteria (check-list)

- **Not for profit legal status**
- **Unqualified (clean) audit opinion on entity's corporate accounts for the last two years**  
(Note: Partners subject to HACT are invited to share the document including the status of implementation of HACT recommendations, if any)
- **Proposal substantially complete / covering all aspects of TORs**
- **In-kind and/or financial contribution proposed by the partner ideally in budget annex**
- **CVs of IPs personnel that will be implement the process at the provinces (institutional CV)**
- **Signed Partner's self-declaration (Form 7-9A)**

Important: If you are submitting in partnership with other NGO organization (your sub-contractor or co-implementer) in a given province, please ensure that you detail each organization's role (ref. Joint Venture form), define the leading partner who will sign the contract with UNESCO, and provide separate Form 7-9A from lead partner and co-implementing NGO.

#### VI. **BUDGET SIZE AND DURATION:**

The interested implementing partner must submit a detailed budget proposal for activities. The amount should be commensurate with the organization's administrative and financial management capabilities. In principle, the Partnership Agreement will not exceed 09 months.

Regarding the budget of the technical proposal of the partner, UNESCO retains the right to elaborate the work plan and negotiate the budget with the partner, prior to signing agreement, to ensure value of money. Likewise, UNESCO will ensure that in accordance with its policies the selected Partner will be able to provide added value in terms of financial or in-kind contribution. The partner's financial or in-kind contribution will be indicated in the budget proposal. No overheads in terms of administrative or service fees are accepted (direct budgeting based on activities).

UNESCO reserves the right to extend/expand the activities with selected Implementing partners for an additional year/period, subject to their satisfactory performance on this first stage, lessons learnt, and conditional to receipt of donor funding".

#### VII. **SELECTION PROCESS:**

UNESCO will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section, to identify highest ranking proposal; (iv) round of clarification (if necessary) and work plan elaboration with the highest-scoring proposal; and, (v) implementation Partners' Agreement (IPA) signature.

#### VIII. **SUBMISSION PROCESS:**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one envelope to:

- [procurement.quito@unesco.org](mailto:procurement.quito@unesco.org)

The following documents must be submitted in order for the submission to be considered:

- 1) Proposal documents (technical and financial, including project outline)
- 2) Partners' Identification Form (duly filled in, with supporting documents)
- 3) Audited financial statements for past two years.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

#### Submission Deadline

Proposals, with supporting documents, should be submitted by 24h00 on 03/08/2022

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [procurement.quito@unesco.org](mailto:procurement.quito@unesco.org)

**MANDATORY SUBJECT EMAIL: NAME OF PDF FILE: "2022/QUITO/ MYRP" - [YOUR FIRM NAME]**  
**Proposals should be submitted to the indicated email address ([procurement.quito@unesco.org](mailto:procurement.quito@unesco.org)) only, without copying (TO, CC or BCC) to any other e-mail addresses. Application addressed at any other e-mail accounts will be disqualified.**

Maximum size of single email: 10 MB - with the possibility to send several emails.

File sharing web tools similar to dropbox or wetransfer will **NOT** be accepted.

Maximum No of Email Transmissions {Unlimited}

Note: UNESCO reserves the right not to fund any proposals arising from this Call for Partnerships. Depending on the value and context of the implementation partners agreement, the final financial report must be audited by the External Auditor of the Partner. The audit requirement will be confirmed during work plan elaboration and contract finalization.

Below is an estimated timeline for this Call for Partnerships:

07/07/2022: Call for Partnerships opens.

03/08/2022: Deadline for organizations to submit proposals under this Call.

04/08/2022 – 25/08/2022: Assessment and selection processes will take place.

26/08/2022: Selected applicants will be notified.

#### IMPORTANT ADDITIONAL INFORMATION

UNESCO requires that partners, bidders and their subcontractors adhere to the highest standards of moral and ethical conduct during the implementation of the partnership agreement and do not engage in corrupt and fraudulent practices.

United Nations Agencies have adopted a zero tolerance policy on gifts and, therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favorable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Partners are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

- (a) Reject a proposal to award an agreement if it determines that a partner recommended for award has engaged in fraud and/or corruption in competing for the agreement in question.
- (b) Cancel or terminate an agreement if it determines that a partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO contract;
- (c) Declare a partner ineligible to become a "United Nations registered vendor", either indefinitely or for a stated period of time, if it determines at any time that the partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO agreement.

This Call for Partnerships is not to be construed in any way as an offer to contract with your organization. Your proposal could, however, form the basis for a contract between your organization and UNESCO.

You are requested to acknowledge the receipt of this Call for Partnerships and to indicate whether or not you will be submitting a proposal. For this purpose, and for any requests for clarification, please contact [procurement.quito@unesco.org](mailto:procurement.quito@unesco.org)

For and on behalf of UNESCO

UNESCO Quito Office and Representation for Bolivia, Colombia, Ecuador and Venezuela:

**Julio Carranza Valdés**

Quito Office Director and Representative



## **IX. ANNEXES:**

**Annex 1-** Terms of Reference

**Annex 2 -** UNESCO Partner Identification form

**Annex 3 -** Budget template

**Annex 4 -** Implementation Partners' Agreement (example)

**Annex 5 -** Document with the list of the cities and schools covered by MYRP intervention.

